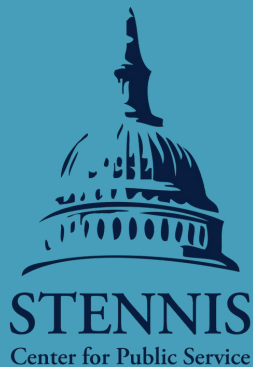


# PUBLIC SERVICE REVIEW

Editorial Stylebook and  
Submission Guidelines



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## Editorial Stylebook and Submission Guidelines

Updated February 2022

This stylebook outlines the submission guidelines and requirements for student authors. Please review before you submit an article to *Public Service Review*.

*Public Service Review* is a publication of the Stennis Center for Public Service, a bipartisan legislative branch agency created by Congress in 1988 to promote and strengthen the highest ideals of public service in America.

*Public Service Review* is published quarterly and distributed to members of Congress, universities and colleges, and public servants in local, state, and federal government entities and nonprofit organizations across the United States.

# SUBMISSION GUIDELINES

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The purpose of this journal is for you to write about your experience in public service from a personal perspective. View your primary audience as your peers who may or may not have considered public service but see your secondary audience as people of all ages who might benefit or learn from your experience in public service.

Share your insights and inspiration:

- What surprised you most about your experience?
- What concerned you most about your experience?
- How did your experience change your view of public service?
- Did your public service experience alter your plans? If so, how?

Based on your experience, are there one or two pieces of advice you would share with others who might be interested in a similar experience?

It is important to be honest in your feelings and viewpoints but avoid being overly partisan in a way that might cause readers with different perspectives to miss your message. For example, if you feel compelled to share a viewpoint that you recognize may be polarizing, try to acknowledge the opposing view in a way that demonstrates that you know and understand there are different perspectives. Writing with an eye toward inclusion and in a judgment-free zone is helpful.

It is also imperative to recognize that your *Public Service Review* article is different from an assigned paper. This is your opportunity to share your personal experience in a way that may help you process lessons learned in a more meaningful way and may also be of interest to others in public service or on a similar path. Ultimately, this journal is an opportunity to provide your unique perspective on a public service experience you found meaningful.

Write your article with clarity, purpose, and energy as you reflect on the highlights of your experience. Reflect on what is most important to you. Use examples, data, and references to support your message. However, this is still your story; it is more important to tell your story rather than share the research done by others.

Where available, provide two to five photographs or graphic illustrations that help tell your story.

Click the photos below for direct links to journal article examples.



## SUBMISSION REQUIREMENTS

1. Authors must submit articles in a **Microsoft Word** document format (Docx).
  - a. The text is **single-spaced**; Page size 8.5 x 11 inches (letter); Maximum length of **1,200 words**, use **Times New Roman**, size **12-point** black font text with **1-inch margins** on all sides.
2. **Article Title** can have a maximum length of **100** characters, including spaces; Font **bolded** and size **14**.
3. **Author Biography** can have a maximum length of **250** words, size **12**. Please place the biography under the article title and include both academic and congressional office affiliations (if applicable).
4. All photographs and graphic illustrations are **placed within the text** at the appropriate points and should include a short description directly underneath its placement.
5. All photographs and graphic illustrations should be inserted as **image files** in the Word document (only **PNG** and **JPEG** are acceptable). Photographs and graphic illustrations must also be **individually uploaded** as an attachment along with the article.
6. When applicable, include **URL links**.
7. We recommend that authors use **APA style** for references and format references as footnotes in the article.
8. Authors **must not** submit previously published articles. If there are any plagiarism complaints with proof, we will immediately remove the article from the publication.